

*United States Court of Appeals  
for the Second Circuit*



**VACANCY ANNOUNCEMENT**

July 25, 2006  
Reference #FY06-28

**Position Title:** Circuit Case Budgeting Attorney

**Location:** U.S. Court of Appeals, 2<sup>nd</sup> Circuit  
500 Pearl Street, New York, NY 10007

**Salary Range:** Salary Level CL 31 (\$90,008- \$143,000)  
depending on experience, salary, and qualifications

**Closing Date:** Open Until Filled

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**Position Overview:** This is a full time professional position providing guidance and educational support on Criminal Justice Act (CJA) case budgeting for courts and CJA panel attorneys in the circuit. The incumbent will work with courts within the 2<sup>nd</sup> Circuit in developing and implementing case budgeting procedures and forms for CJA panel attorney representations in capital and other high cost cases. Additional duties will include developing policy guidance for the review of case budgets; and maintaining, analyzing and monitoring a central database of budgets & expenditures. The primary judiciary contacts are judges, chambers staff and court personnel. Contacts will also include interaction with attorneys, court executives, CJA committees ,AO personnel, and federal defenders.

**Requirements:** Must be a graduate of an accredited law school and possess a JD degree. Must maintain confidentiality and possess excellent organizational, writing and communication skills. Must possess extensive knowledge of federal criminal law and death penalty litigation. The incumbent must have be analytically skilled in a wide range of complex legal and administrative concepts. Extensive experience with legal billing and financial procedures and practices including bookkeeping and financial procedures is required. Must possess the ability to present complicated legal concepts orally and in writing.

**Application Procedure:** Please submit a cover letter and résumé detailing your education and work experience. Please indicate on the cover letter, the reference number, the position title and your qualifications relating to the duties and responsibilities of the position. Submit cover letter and 2 résumés to:

United States Court of Appeals, Second Circuit  
40 Foley Square, Room 1604  
New York, NY 10007  
Attn.: Human Resources, Reference #FY06-28

THE APPLICANT SELECTED FOR THE POSITION IS SUBJECT TO A BACKGROUND CHECK.  
THE UNITED STATES BANKRUPTCY COURT IS EQUAL OPPORTUNITY EMPLOYER.

